

Date: [Insert Date]

To: [Vendor Name/Contact Person]

Company: [Catering Company Name]

Event Name: [Event Name]

Event Date: [Event Date]

Dear [Vendor Name],

I am writing to provide the final dietary restriction specifications for our upcoming event scheduled on [Event Date]. To ensure the safety and satisfaction of all attendees, please accommodate the following requirements:

Total Number of Attendees: [Total Count]

Specific Dietary Requirements:

- **Vegetarian:** [Number] guests
- **Vegan:** [Number] guests
- **Gluten-Free:** [Number] guests
- **Dairy-Free:** [Number] guests
- **Nut Allergies:** [Number] guests (Please specify: [e.g., Peanut or Tree nut])
- **Religious Requirements:** [Number] guests (e.g., Halal, Kosher)
- **Other:** [List any other specific allergies or restrictions]

Special Instructions:

- Please ensure all buffet items are clearly labeled with common allergens.
- Please prevent cross-contamination during preparation and service.
- [Insert any additional instructions, e.g., "Provide separate boxed meals for these guests."]

Please confirm receipt of these specifications and let us know if there are any adjustments to the menu or pricing based on these needs.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]